Università Ca' Foscari Venezia

Pre-departure meeting
Erasmus + for traineeship
a.a. 2019/2020

Curated by
Settore Stage Estero
(Internships Abroad Unit)
www.unive.it/stage-estero

Università Ca' Foscari Venezia

COVID-19 EMERGENCY

mobility for internships abroad in presence **suspended** until
31/01/2021

It might be resumed from
01/02/2021
if there are all the safety conditions and authorizations from the competent authorities

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COVID-19 EMERGENCY

SELF-DECLARATION

to be filled in, signed, scanned and sent **via email**
to the Internships Abroad Unit at

erasmus.placement@unive.it

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You'll find the SELF-DECLARATION (in its two versions, one for those who had already received the grant and one for those who still had not) at the webpage

https://www.unive.it/pag/11694

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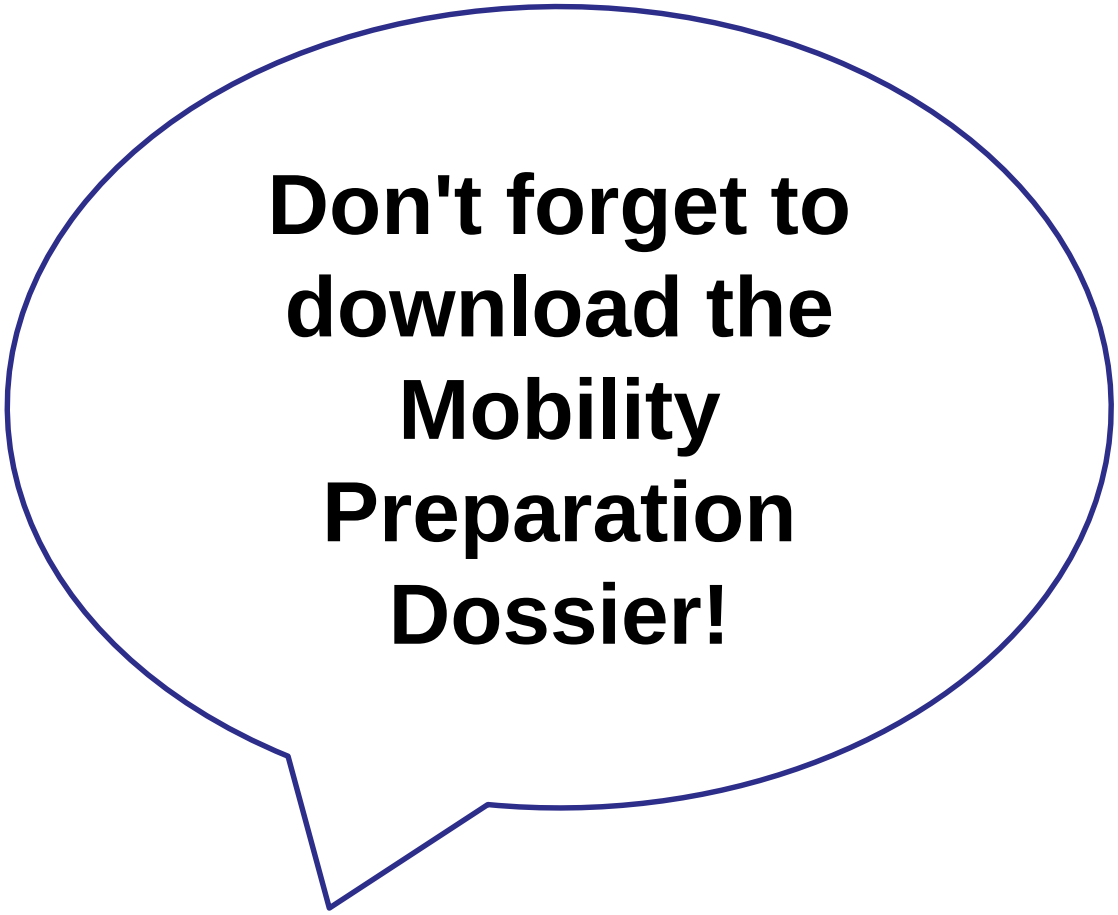

Link: *https://drive.google.com/open?id=12Xazt0J5QSHphCqgvqGRiujWxUX9UjJd*

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Modify your study plan for supernumerary credits !!!

Università Ca' Foscari Venezia

PROCESS FOR ACTIVATING THE TRAINEESHIP WITH ERASMUS +

STEP 01

SETTING UP THE AGREEMENT BETWEEN THE HOST COMPANY AND CA'FOSCARI AND INPUTING THE TRAINEESHIP INTO OUR DATABASE

STEP 02

FILLING IN THE LAT – LEARNING AGREEMENT FOR TRAINEESHIPS

STEP 03

SENDING THE BANK ACCOUNT DETAILS AND THE LAT THROUGH GOOGLE FORM

STEP 04

SIGNING THE FINANCIAL CONTRACT, OLS PRE-DEPARTURE LINGUISTIC TEST, GRANT (SCHOLARSHIP) DISBURSEMENT

STEP 05

DURING THE MOBILITY

STEP 06

FINAL DOCUMENTS

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STEP 01

AGREEMENT AND INPUT OF THE TRAINEESHIP INTO OUR DATABASE

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To start the agreement procedure go to the following page:
www.unive.it/careerservice-en

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Career Service

Students and Graduates

- Internships in Italy
- Internships abroad
- Career Guidance
- Job offers and recruiting encounters

Companies and Organizations

- Internships
- Job Offers
- Events & Employer Branding
- Identikit of Ca' Foscari Students

Are you hiring?

CLICK HERE!

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Setting up Internships

To set up an internship the host company must draw up an agreement with the University.

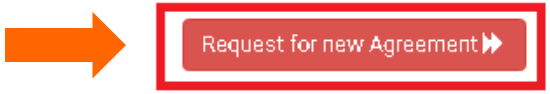
The next step involves the intern drawing up the training project together with their company tutor and university tutor. A training project is necessary to set up the internship properly and provide interns with the necessary insurance cover for civil liability and accidents at work.

Agreement

In order to draw up an agreement, the company needs to submit a request for a new agreement (Form for new agreement), following the procedure below:

- Fill in all required information in the form;
- Send the information to our office and to the printer by pressing the "Save" button;
- Print 2 copies of the agreement;
- The company's legal representative or proxy must initial and stamp every page of the agreement;
- Lastly, the company must send both hard copies to the Internship Service at this address: **Università Ca' Foscari Venezia, Settore Career Service e Stage Estero, Dorsoduro 3246, 30123 Venice, Italy**. If the agreement is sent by post remember to include in the cover letter both name and address of the person to whom the company copy is to be returned.

After receiving the agreement and checking that everything has been done properly, we will put it online so that the intern can begin organizing the training project. We will take care of sending the company copy to the address given in the agreement.



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www.unive.it/phpapps/tutorato_en_intra/index.php?mod=convenzione

90% Ripristina

AGREEMENT

Host partner:

Host partner	
Type of business/sector	Manufacture od metal machinery and equipment
Number of employees	
Legal representative	
Country	
Address	
Zip code	
City	
Other operational hqs	
Telephone	
Fax	
E-Mail	
Website	
Brief description of the company (profile, activities,..) (max 1000 chars)	
Professional areas of work for the intern (max 1000 chars)	
Skills and competences required (max 1000 chars)	
Selection criterias (max 1000 chars)	

Host Partner Internship Representative:

Contact person	
Telephone	
E-mail	

Submit

Within 30 days from departure And anyway asap!

Given the current circumstances it is ok if the company prints just one copy of the agreement which must be signed, scanned and sent via email to our office at erasmus.placement@unive.it Being careful of keeping the original hard-copy.

Once we receive the scanned copy, we include the company in our database and the agreement is set up.

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TRAINEESHIP INPUT INTO THE DATABASE

Once the agreement is set up,
you need to register your internship in our database.

This step is essential for the credits (cfu) recognition and more generally to start the internship.

REMEMBER: Just fill in this form but DO NOT print the documents obtained.

You will only need to use official E + documents.

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STEP 02

LAT –

LEARNING AGREEMENT FOR TRAINEESHIP

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To start the procedure go to the following page:

www.unive.it/stage-estero

Section: Stage finanziati

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Stage finanziati

I seguenti progetti offrono un **supporto finanziario** a parziale copertura del tirocinio. Di norma sono previsti due **bandi** per anno accademico (**settembre/ottobre** e **febbraio/marzo**).

Programma	Attività	Dove	Destinatari
Global Trade	stage in ambito economico	tutto il mondo	studenti dei corsi di laurea triennale di area economica
Ca' Foscari per il mondo	cooperazione allo sviluppo	tutto il mondo	studenti
Ca' Foscari desk in the world	promozione di Ca' Foscari presso i desk delle Camere di Commercio per azioni di placement internazionale	tutto il mondo	studenti
Worldwide Internships	stage intersettoriali e multidisciplinari all'estero per sviluppare competenze professionali e trasversali	solo fuori Europa	studenti
Tirocini MAECI - MIUR - CRUI	diplomazia internazionale	tutto il mondo	studenti
Erasmus+ per tirocinio	stage in enti e aziende di vari ambiti professionali	Europa	studenti e laureandi
Universities for EU projects culture	europrogettazione e innovazione sociale	Europa	studenti
Programma Colgate	insegnamento dell'italiano alla Colgate University	USA	studenti e laureandi
Programma COASIT	insegnamento dell'italiano presso scuole primarie e secondarie	Australia (Melbourne e dintorni)	laureandi e laureati

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Venezia

Documentazione vincitori

- Istruzioni per la compilazione Learning Agreement for traineeships — 496 K
- Learning Agreement for traineeships [ENG] — 625 K
- Attendance register [ENG] — 183 K

Convenzione con nuovo ente e Progetto Formativo Online

Invio documenti per l'attivazione del tirocinio Erasmus+ per tirocinio

Questionario di metà tirocinio

Università Ca' Foscari Venezia

Erasmus+

Higher Education
Learning Agreement for Traineeships

TEMPLATE

Fill in with your laptop respecting the original Word format!

	Last name(s)	First name(s)	Date of birth	Nationality[1]	Sex [M/F]	Study cycle[2]	Field of education[3]
rainee	COGNOME	NOME	DATA DI NASCITA	NAZIONALITA'	SESSO	Indica se BACHELOR/MASTER/DOCTORATE	VAI AL LINK IN FONDO AL DOCUMENTO E CERCA IL TUO
	Name	**Faculty/ Department**	**Erasmus code[4] (if applicable)**	**Address**	**Country**	**Contact person name[5]; email; phone**	
Sending Institution	Università Ca' Foscari	Settore Career Service e Stage Estero	IVENEZIA01	Dorsoduro, 3246, 30123 Venezia	Italy	Roberta Borgotti erasmus.placement@unive.it, +39 (0)41 – 234 - 7949	
	Name	**Department**	**Address; website**	**Country**	**Size**	**Contact person[6] name; position; e-mail; phone**	**Mentor[7] name; position; e-mail; phone**
Receiving Organisation /Enterprise	NOMINATIVO DELL'ENTE	UFFICIO ASSEGNATO	INDIRIZZO COMPLETO + SITO WEB DELL'ENTE	NAZIONE	☐ < 250 employees ☐ > 250 employees	NOMINATIVO, E-MAIL E RECAPITO TELEFONICO DEL TUTOR AZIENDALE	NOMINATIVO, E-MAIL E RECAPITO TELEFONICO DI UN ULTERIORE REFERENTE IN AZIENDA CHE TI AFFIANCHERA' DURANTE LO STAGE

Before the mobility

Table A - Traineeship Programme at the Receiving Organisation/Enterprise

Planned period of the mobility: from [day/month/year] ../../.... to [day/month/year] ../../....

Traineeship title: DAI UN TITOLO O UNA PAROLA CHIAVE CHE DESCRIVA IL TUO PROGETTO DI TIROCINIO "AD. ES MARKETING INTERSHIP"	Number of working hours per week: SPECIFICA IL NUMERO DI ORE COMPLESSIVE LAVORATE A SETTIMANA

Detailed programme of the traineeship:
DETTAGLIA IL PROGRAMMA DEL TUO TIROCINIO: MANSIONI, ATTIVITA', OBIETTIVI DI LAVORO

Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):
DETTAGLIA QUALI NUOVE COMPENTENZE, CONOSCENZE, CAPACITA' TI PREFIGGI DI ACQUISIRE DURANTE QUESTO TIROCINIO

Monitoring plan:
DETTAGLIA LE MODALITA' CON LE QUALI L'AZIENDA MONITORERA' IL TUO OPERATO: AD ES. INCONTRI SETTIMANALI, MENSILI, RIUNIONI, RELAZIONI, ETC.

Evaluation plan:
INDICA I CRITERI SULLA BASE DEI QUALI SARAI VALUTATO DALL'ENTE OSPITANTE: AD. ES. OBIETTIVI RAGGIUNTI, ABILITA' ACQUISITE

The level of language competence[8] in LINGUA DICHIARATA IN FASE DI CANDIDATURA *[indicate here the main language of work]* that the trainee already has or agrees to acquire by the start of the mobility period is: *A1* ☐ *A2* ☐ *B1* ☐ *B2* ☐ *C1* ☐ *C2* ☐ *Native speaker* ☐

ATTENTION!

- ✓ VERIFY THAT THE DATES THAT YOU INSERT CORRESPOND TO WHOLE MONTHS USING THE GRANT CALCULATOR ON THE WEBSITE.
- ✓ REMEMBER THAT WE ONLY PAY UP TO THREE WHOLE MONTHS.
- ✓ INTERNSHIPS CAN TAKE PLACE IN THE FOLLOWING PERIOD **01/02-31/05 2021**

Università Ca' Foscari Venezia

Erasmus+

Higher Education Learning Agreement for Traineeships

Fill in with your laptop respecting the original Word format!

Table B - Sending Institution

Please use only one of the following boxes:[9]

1. The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:

Award .....ECTS credits (or equivalent)[10]	
Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).	

2. The traineeship is carried out by a **recent graduate** and, upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent): No	

Accident insurance for the trainee

The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes	The accident insurance covers: - accidents during travels made for work purposes: Yes - accidents on the way to work and back from work: Yes
The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes	

Table C - Receiving Organisation/Enterprise

PRIMA DI COMPILARE VERIFICATE CON L'ENTE QUESTE INFORMAZIONI.

VI VERRA' RICHIESTO DI INDICARE SE L'ENTE VI FORNISCE:

- UN ULTERIORE COMPENSO ECONOMICO

- ULTERIORI CONTRIBUTI (AD ESEMPIO BUONI PASTO, MENSA, ABBONAMENTO MEZZI DI TRASPORTO)

- UN'ASSICURAZIONE AGGIUNTIVA OLTRE A QUELLA DI CA' FOSCARI PER INFORTUNIO SUL LAVORO E RESPONSABILITA' CIVILE

The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes ☐ No ☐	If yes, amount (EUR/month): .....
The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes ☐ No ☐ If yes, please specify:	
The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes ☐ No ☐	The accident insurance covers: - accidents during travels made for work purposes: Yes ☐ No ☐ - accidents on the way to work and back from work: Yes ☐ No ☐
The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): Yes ☐ No ☐	
The Receiving Organisation/Enterprise will provide appropriate support and equipment to the trainee.	
Upon completion of the traineeship, the Organisation/Enterprise undertakes to issue a Traineeship Certificate within 5 weeks after the end of the traineeship.	

By signing this document, the trainee, the Sending Institution and the Receiving Organisation/Enterprise confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. The trainee and Receiving Organisation/Enterprise will communicate to the Sending Institution any problem or changes regarding the traineeship period. The Sending Institution and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships (or the principles agreed in the partnership agreement for institutions located in Partner Countries).

Commitment	Name	Email	Position	Date	Signature
Trainee			*Trainee*		
Responsible person[11] at the Sending Institution			*TUTOR UNIVERSITARIO*		
Supervisor[12] at the Receiving Organisation			TUTOR AZIENDALE		

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STEP 03

SENDING THE BANK ACCOUNT DETAILS AND THE LAT THROUGH GOOGLE FORM

ATTENTION: those who have already done it, must use the LAT during the mobility (STEP 05) to communicate any possible changes in the internship dates!

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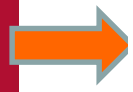
Documentazione vincitori

- Istruzioni per la compilazione Learning Agreement for traineeships — 496 K
- Learning Agreement for traineeships [ENG] — 625 K
- Attendance register [ENG] — 183 K



- Convenzione con nuovo ente e Progetto Formativo Online
- Invio documenti per l'attivazione del tirocinio Erasmus+ per tirocinio
- Questionario di metà tirocinio

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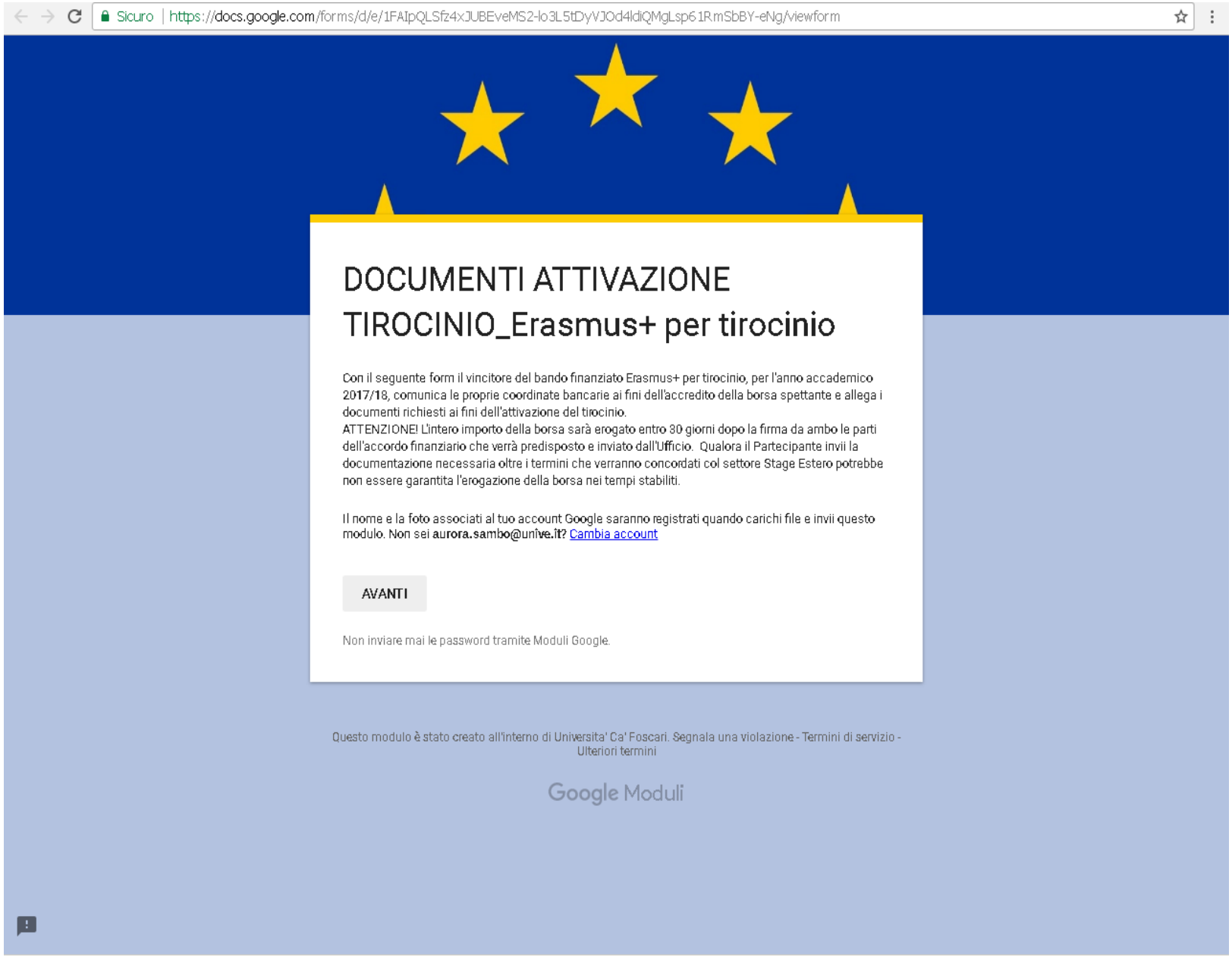

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Sicuro | https://docs.google.com/forms/d/e/1FAIpQLSfz4xJUBEveMS2-lo3L5tDyVJOd4ldiQMgLsp61RmSbBY-eNg/formResponse

DOCUMENTI ATTIVAZIONE TIROCINIO_Erasmus+ per tirocinio

Il nome e la foto associati al tuo account Google saranno registrati quando carichi file e invii questo modulo. Non sei aurora.sambo@unive.it? Cambia account

*Campo obbligatorio

ANAGRAFICA

MATRICOLA *

La tua risposta

COGNOME *

La tua risposta

NOME *

La tua risposta

STATUS *

- Studente
- Laureato

CODICE FISCALE *

La tua risposta

INDIETRO AVANTI

Non inviare mai le password tramite Moduli Google.

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DOCUMENTI ATTIVAZIONE TIROCINIO_Erasmus+ per tirocinio

Il nome e la foto associati al tuo account Google saranno registrati quando carichi file e invii questo modulo. Non sei erasmus.placement@unive.it? Cambia account

*Campo obbligatorio

COORDINATE BANCARIE

Si ricorda che l'importo mensile della borsa Erasmus+ per tirocinio di cui alla presente selezione, varia in base al Paese di destinazione e del relativo costo della vita, come stabilito dall'Unione Europea. Qui di seguito gli importi:

Gruppo 1
(costo della vita alto)
400 €/mese
Danimarca, Finlandia, Islanda, Irlanda, Lussemburgo, Lichtenstein, Norvegia, Svezia, Regno Unito

Gruppo 2
(costo della vita medio)
350 €/mese
Austria, Belgio, Germania, Francia, Grecia, Spagna, Cipro, Olanda, Malta, Portogallo

Gruppo 3
(costo della vita basso)
350 €/mese
Bulgaria, Croazia, Rep. Ceca, Estonia, Ungheria, Lettonia, Lituania, Polonia, Romania, Slovacchia, Slovenia, ex Repubblica Jugoslava di Macedonia, Turchia

Il contributo ministeriale (Cofinanziamento Erasmus+) quale integrazione alla borsa di tirocinio è pari a 100 Euro per mese, per un massimo di tre (3) mesi finanziati dal bando Erasmus+.

DATA INIZIO TIROCINIO *

GG MM AAAA

DATA FINE TIROCINIO *

Università Ca' Foscari Venezia

N. MESI *

La tua risposta

NOME DELLA BANCA *

La tua risposta

CODICE IBAN *

ATTENZIONE!!! Gli studenti dovranno obbligatoriamente indicare il codice iban della Carta Conto di ateneo, che dovrà essere precedentemente attivata. I neo-laureati invece potranno fornire gli estremi bancari di un conto corrente di cui risultino intestatari o co-intestatari

La tua risposta

IMPORTO TOTALE DELLA BORSA ERASMUS+ *

Moltiplicare il contributo mensile (cioè 350 o 400 Euro in base al Paese di destinazione) per il numero di mesi di mobilità. Attenzione i mesi finanziati sono al massimo 3!

La tua risposta

CAUSALE *

☐ Borsa Progetto Erasmus + per Tirocini

INDIETRO AVANTI

ATTENTION!!!

IF YOU ARE A STUDENT, ACTIVATE THE FRIULADRIA ACCOUNT CARD NOW!
OTHERWISE WE WILL NOT BE ABLE TO PAY YOU THE GRANT

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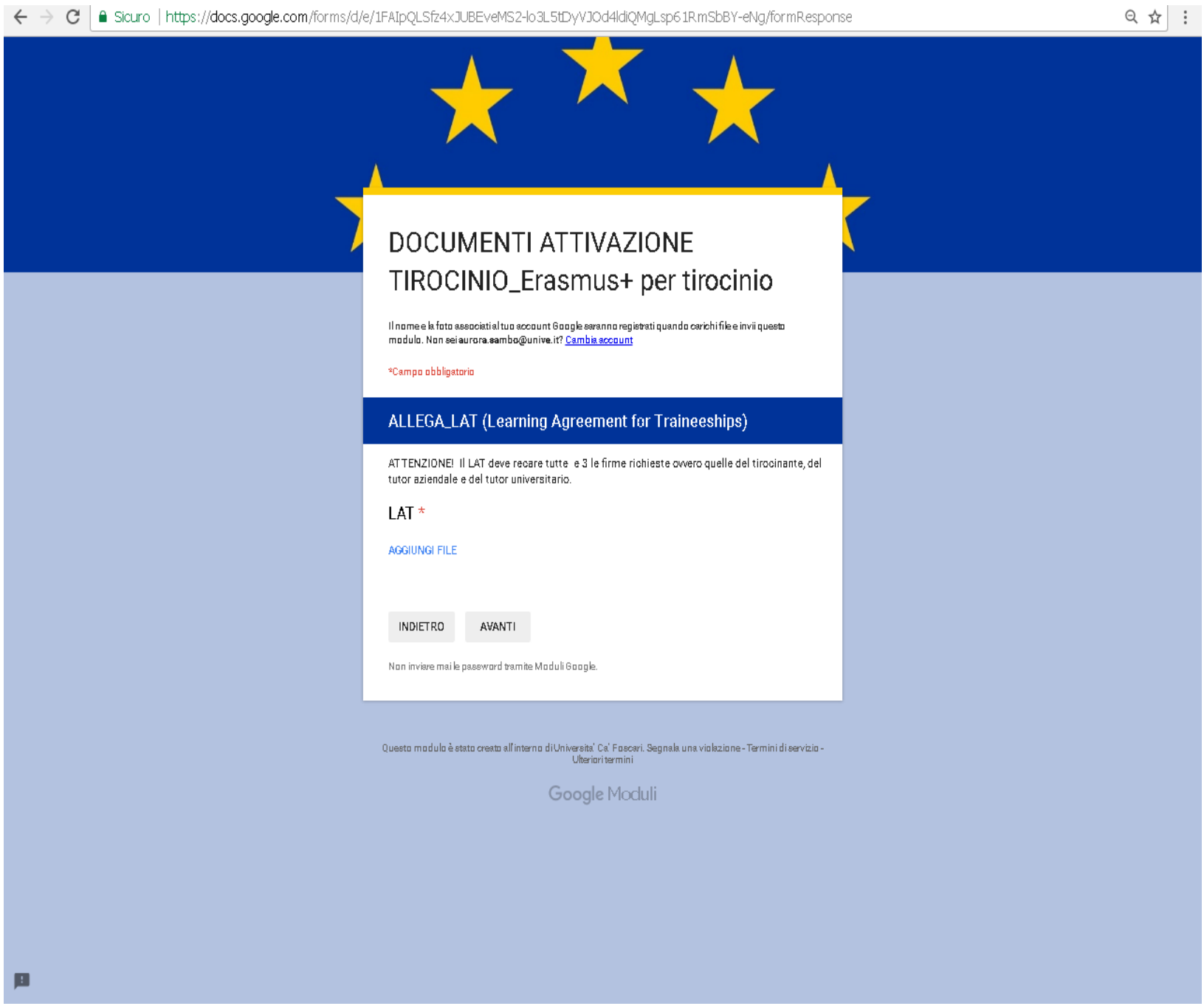

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Sicuro | https://docs.google.com/forms/d/e/1FAIpQLSfz4xJUBEveMS2-lo3L5tDyVJOd4ldiQMgLsp61RmSbBY-eNg/formResponse

DOCUMENTI ATTIVAZIONE TIROCINIO_Erasmus+ per tirocinio

Il nome e la foto associati al tuo account Google saranno registrati quando carichi file e invii questo modulo. Non sei aurora.sambo@unive.it? Cambia account

*Campo obbligatorio

DISPOSIZIONI FINALI E CONSENSI

Il richiedente dichiara: *

- [ ] di essere consapevole che i dati inseriti saranno trattati per finalità inerenti ai compiti istituzionali delle amministrazioni interessate e che potranno inoltre essere comunicati alle amministrazioni pubbliche in base alle norme di legge o di regolamento o comunque nel caso in cui sia necessario per lo svolgimento delle attività istituzionali

INDIETRO INVIA

Non inviare mai le password tramite Moduli Google.

Questo modulo è stato creato all'interno di Universita' Ca' Foscari. Segnala una violazione - Termini di servizio - Ulteriori termini

Google Moduli

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STEP 04

- SIGNING OF THE FINANCIAL CONTRACT
- OLS PRE-DEPARTURE LINGUISTIC TEST
- GRANT DISBURSEMENT

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SIGNING OF THE FINANCIAL CONTRACT

Once we receive the LAT and your bank account details, we will verify that everything has been properly filled in and consequently we will prepare the **financial contract** that will be sent via e-mail exclusively to the mail address studentIDnumber@stud.unive.it.

The winner has 30 days before departure to print it, sign it and send it us a scanned copy via email at erasmus.placement@unive.it

The students must keep the hard copy.

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READ THE FINANCIAL CONTRACT CAREFULLY BEFORE SIGNING IT!
If you notice any discrepancy or misprint tell us, we will correct them...

TO ERR IS HUMAN;)

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OLS PRE-DEPARTURE LINGUISTIC TEST

After receiving the contract you will be sent via email the credentials to access the Erasmus Plus OLS portal from which you can do the pre-departure linguistic assessment, aimed at verifying the possession of the level of the language required for the internship, declared in the application phase.

WARNING! Immediately save username and password to access the OLS portal. You will need them to take the final language test.

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GRANT DISBURSEMENT

Given the current emergency situation and as stated in the self-declaration signed by the beneficiary, the grant will be paid in the proximity of the start of the internship.

WARNING! In the event of a delay in the delivery of the documentation, the payment of the grant may not be guaranteed within the established time.

WARNING!

Should you not start the planned internship, the grant received must be returned.

Università Ca' Foscari Venezia

P.S.

Before leaving check that they are valid and **not expired**:

- TEAM card (health insurance card or electronic health card with tax code)

- Identity card

We remind you that the agreement signed with Ca 'Foscari covers against accidents at work and civil liability.

DON'T FORGET to register on the website of the Ministry of Foreign Affairs and International Cooperation DOVE SIAMO NEL MONDO
https://www.dovesiamonelmondo.it/home.html

CHECK how to enter the host country and if there are any rules to follow due to the covid-19 emergency (e.g. quarantine, registration with the authorities, etc.):
https://ec.europa.eu/transport/coronavirus-response_en

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STEP 05

DURING THE MOBILITY

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ALWAYS CHECK THE MAIL !!!

Now that you have left all communications will be via e-mail, @ stud.unive.it, so try to check it as often as possible.
Furthermore, if you carry out a traineeship lasting more than 3 months, you could be contacted for any grant coverage for the months exceeding the third.

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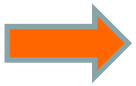
On the first day of internship



Documentazione vincitori

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Convenzione con nuovo ente e Progetto Formativo Online

Invio documenti per l'attivazione del tirocinio Erasmus+ per tirocinio

Questionario di metà tirocinio

Università
Ca' Foscari Venezia

Ca' Foscari University of Venice

www.unive.it/erasmus-placement

Settore Stage Estero

Dorsoduro 3246 - 30123 Venezia
Tel: +39 041 234 7565/7504/7949
Fax: +39 041 234 7954
E-mail: erasmus.placement@unive.it

ATTENDANCE REGISTER

Trainee / Intern	
Training / Internship Period	**From** **To**
Host Partner	
Tutor / Supervisor	

The intern/trainee has to arrive on time and respect the tutor's instructions and rules.

Both the intern/trainee and the tutor/supervisor have to sign the Attendance Register every working day.

It is the tutor/supervisor's responsibility to fill in the Attendance Register correctly.

Please print one page for each month.

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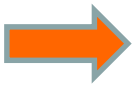
Documentazione vincitori



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Questionario di metà tirocinio

Università Ca' Foscari Venezia

Erasmus+

Higher Education Learning Agreement for Traineeships

Fill in with your laptop respecting the original Word format!

TO FILL IN DURING THE MOBILITY **ONLY IF** THERE ARE CHANGES IN THE MOBILITY DATES, ACTIVITIES OR HOST COMPANY TUTOR

During the Mobility

Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation/Enterprise (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Organisation/Enterprise) **Planned period of the mobility: from [month/year] ..... till [month/year] .....**	
Traineeship title: ...	**Number of working hours per week: ...**
Detailed programme of the traineeship period:	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):	
Monitoring plan:	
Evaluation plan:	

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Documentazione vincitori

- Istruzioni per la compilazione Learning Agreement for traineeships — 496 K
- Learning Agreement for traineeships [ENG] — 625 K
- Attendance register [ENG] — 183 K

Convenzione con nuovo ente e Progetto Formativo Online

Invio documenti per l'attivazione del tirocinio Erasmus+ per tirocinio

Questionario di metà tirocinio

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Sicuro | https://docs.google.com/forms/d/e/1FAIpQLScCT2wUCTogddHAMWjJm429YkyoSFFwjxiE55-aVJLatiD86g/viewform

QUESTIONARIO DI META' TIROCINIO

Il tuo indirizzo email (aurora.sambo@unive.it) verrà registrato quando invii questo modulo. Non sei tu? Cambia account

*Campo obbligatorio

MATRICOLA *

La tua risposta

COGNOME *

La tua risposta

NOME *

La tua risposta

STAGE *

- Curriculare
- Extra curriculare
- Post lauream

Stage svolto nell'ambito del programma: *

- ERASMUS + PER TIROCINIO
- UNIVERSITIES FOR EU PROJECTS (ERASMUS+ gestito dall'agenzia siciliana SEND)

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STEP 05

FINAL DOCUMENTS

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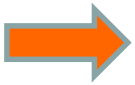
Documentazione vincitori



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- Questionario di metà tirocinio

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TO FILL IN AT THE END OF THE MOBILITY PERIOD AND HAND IN TO OUR OFFICE WHEN THE TRAINEESHIP IS OVER (Warning: verify that your host company tutor will be present during the last days of the traineeship in order to sign your documents)

After the Mobility

Table D - Traineeship Certificate by the Receiving Organisation/Enterprise
Name of the trainee:
Name of the Receiving Organisation/Enterprise:
Sector of the Receiving Organisation/Enterprise:
Address of the Receiving Organisation/Enterprise [street, city, country, phone, e-mail address], **website:**
Start date and end date of traineeship: from [day/month/year] ..... to [day/month/year] .....
Traineeship title:
Detailed programme of the traineeship period including tasks carried out by the trainee:
Knowledge, skills (intellectual and practical) and competences acquired (achieved Learning Outcomes):
Evaluation of the trainee:

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LIST OF DOCUMENTS TO SEND BY EMAIL TO erasmus.placement@unive.it

- **LAT - After the mobility** filled in all its parts and signed
- **Attendance register** filled in and, if the internship requires it, with the part related to the credit recognition signed by the academic tutor (professor).

Remember that even if you have completed more hours than those recognizable for the internships (150 hours), the amount of credits recognized will be only the one indicated in your study plan.

ATTENTION: verify that the dates are the same in both documents

- **OLS final receipt**
- **Participant's Report Receipt** (an email will arrive automatically from the system towards the end of your internship,

ATTENTION: if you have modified the final date as there could be some delays or advances in the sending)

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CONTACTS

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+39 041 234 7575

Email
erasmus.placement@unive.it

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